

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

NOTICE OF VACANCY

A notice is hereby given that the Accountant III (SG-19) position from the Finance and Administrative Division - Accounting Section (FAD-AS) is vacant (anticipated). The aforesaid position is proposed to be filled up immediately.

Position Title : Accounting III (Anticipated Vacancy)  
Item No. : PTRIB-A3-1-1998  
Salary Grade : SG -19  
Salary rate : P48,313.00/month  
Plus other benefits under RA 8439

**Qualification Requirements:**

Education : Bachelor's degree in Commerce/Business Administration major in Accounting  
Experience : 2 years of relevant experience  
Related Training : 8 hours of relevant training  
Eligibility : RA 1080  
Place of Assignment : Finance and Administrative Division  
Accounting Section (FAD-AS)

**Brief Description of Duties and Responsibilities:**

1. Plan, organize and control the activities of the Section to ensure proper balance of workloads and proper updating of accounting records;
2. Review and certify financial data and schedule attach to Financial Statements. It also includes other documents being processed in the section (ex. Contracts). Primary responsible on the submission of response/answer in relation to COA findings;
3. Review and certify monthly/quarterly financial reports submitted to COA, DBM, and DOST. Maintain Cash Disbursement Journals and General Ledgers;
4. Coordinate with management and other institutions regarding the financial, accounting and other regulatory requirements of the Institute;
5. Perform duties and responsibilities as Section's process owner for the implementation of ISO 9001-2015; and
6. Performs other related tasks as maybe assigned from time to time.

**Remarks:**

1. Preferably with at least two (2) years experience in government accounting practice;
2. Knowledgeable in eNGAS, Generally Accepted Accounting Principles (GAAP), Government Accounting Manual (GAM), and other government rules and regulations; and
3. Highly analytical in the reconciliation of financial documents and preparation of reports.


Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application and send to the address below not later than 11 DEC 2021.

**Documentary Requirements:**

1. Application letter;
2. Comprehensive Resumé;
3. Fully accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) with recent picture 2 pcs. passport size with signature over handwritten name;
4. Photocopy of certificate of eligibility/ratings/license; and/or License (submit authenticated copy upon the date of interview);
5. Photocopy of Transcript of Records & Diploma (Certified true copy);
6. Performance Evaluation Rating in the last 2 rating periods or its equivalent;
7. Potential Assessment Form (to be requested from the PTRI-HRRMS);
8. Photocopy of Training Certificates (submit certified true copy upon date of interview);
9. NBI Clearance (if not available, submit the online booking slip upon the date of pre-qualifying examination); and
10. Medical Certificate (if applicant is recommended to the position).

**APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Requesting Official:

  
**CELIA B. ELUMBA**  
Director IV

Please forward all applications to:

CORAZON I. TAPULGO  
Chief, Finance and Administrative Division and  
Chairperson, PTRI Human Resource Merit  
Promotion and Selection Board (PTRI-HRMPBSB)  
PHILIPPINE TEXTILE RESEARCH INSTITUTE  
Room 300, PTRI Building, DOST South Compound  
General Santos Avenue, Bicutan, Taguig City  
Telephone No. 8372071 -82 local 2362;  
Email address: [recruitment@ptri.dost.gov.ph](mailto:recruitment@ptri.dost.gov.ph)

OR MATT ANTHONY M. PAREJA  
Administrative Officer V and Head,  
Human Resource and Records Management Section  
Finance and Administrative Division  
PHILIPPINE TEXTILE RESEARCH INSTITUTE  
Room 314, PTRI Building, DOST South Compound  
General Santos Avenue, Bicutan, Taguig City  
Telephone No. 8372071 -82 local 2377; 2378  
Email address: [recruitment@ptri.dost.gov.ph](mailto:recruitment@ptri.dost.gov.ph)

The DOST-PTRI adheres to the existing general policy of no discrimination in the selection of employees/applicants on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. PTRI has the following available facilities like: 1. Elevator and ramp are available for PWD; 2. Construction of rest rooms for SOGI; and 3. Provision of LCD projector and screen for visually and hearing-impaired persons.

DATE POSTED : 01 DEC 2021